

# WUIP 2019 Grant Guidelines and Instructions

Welcome to Women United in Philanthropy's 2019 Grant Cycle. Thank you for your interest in our work.

Women United in Philanthropy is New Jersey's first women's giving circle. Since 2004, we have awarded \$900,000 in grant funds to programs helping women and families in Bergen County. These funds are exclusively contributed by our members and are awarded each year by a vote of our membership to carefully screened and selected applicants.

We are pleased to announce that our 2019 grant process is now open. Our policies, scope and focus areas for this cycle of funding are as follows:

- Programs that help women, as well as younger women ages 15 and over, as well as programs that help women and their children, are welcomed to apply
- Programs located in Bergen County, as well as those in neighboring counties that can evidence that they serve women living in Bergen County, are eligible to apply
- Programs offered by non-profit organizations, schools, churches, hospitals, and universities that serve women are eligible to apply
- Programs that address our four key areas of funding focus: access to safe and affordable housing; access to affordable health care; ability to earn a living way through job training and placement assistance; and a place to turn in times of unexpected crisis.
- While the Circle traditionally awards grants to launch new programs or to develop innovations in existing programs, the current economic environment makes new program development almost impossible. For the 2019 grant cycle, Women United will consider proposals seeking support for existing programs. Preference will be given to those proposals that leverage grant funds by expanding an organization's ability to secure itself, its programs, and its funding in these difficult times. Collaborative proposals that help to strengthen organizations, such as joint staffing, advocacy, shared space, fundraising expertise, etc, will also be given favorable consideration.
- Agencies may propose programs with one or two-year implementation plans, and may request WUIP funding over one or two years, beginning January 2019. [Click here to view listing of recent grants awarded by the Circle.](#)

# WUIP 2019 Grant Guidelines and Instructions

## WUIP Priorities and Focus Area

Women United in Philanthropy awards grants to help women (including girls ages 15 and over) and their children in the broad areas of **Health, Job Training and Placement, Housing, and Crisis Assistance**. The following descriptions explain the Circle's funding interests. In each area, the examples given are not exclusive:

The Circle's primary interests within **Health** include programs that focus on providing access to affordable preventative care or treatment options for women or their children, as well as specialized programs that address particular needs of women or their children who suffer from physical or mental illnesses, including housing, employment, wellness and crisis intervention.

Within **Job Training and Placement**, the Circle supports a broad range of programs aimed at helping women earn a living wage and helping teens secure the skills they need to do the same. Programs include job training and job placement, as well as support services to that help to keep women employed or help to support them in seeking employment.

The Circle's interests in the area of **Housing** include programs that provide women and their children access to safe, affordable housing. This includes programs that help women secure housing, remain in affordable housing, or support women while they seek affordable safe housing or face particular challenges that require special housing.

Within **Crisis Assistance**, the Circle supports a broad range of human services, community improvements, abuse prevention, and "where to go for help" programs that assist women of all ages in securing the help they need to deal with unexpected crisis and keep them from slipping into poverty or economic insecurity.

## Eligibility

WUIP makes grants to nonprofit organizations certified as tax exempt under Sections 501(c)(3) or 170(c) of the Internal Revenue Code and are classified as "not a private foundation" under Section 509(a). Hospitals, churches and educational institutions meeting these requirements are eligible to apply.

Organizations that have completed and filed Form 1023 but not yet received an IRS determination letter are not eligible to apply. The Foundation does not make grants or loans to individuals.

# WUIP 2019 Grant Guidelines and Instructions

As a general practice, Women United in Philanthropy will consider funding requests that include

- Administrative Costs and salaries
- Project Funding
- Capital Requests
- New program start-up expenses in an established organization

We do not provide funding for:

- Annual funds, galas, or other special-event fundraising activities
- Capital campaigns
- Debt reduction
- Emergency or disaster relief efforts
- Dissertations or student research projects
- Sectarian religious activities, political lobbying, or legislative activities
- Institutions that discriminate on the basis of race, creed, gender, or sexual orientation in policy or in practice
- Loans, scholarships, fellowships, or grants to individuals

Organizations may only submit one LOI per year.

## How to Apply

All interested applicants must submit an electronic Letter of Intent (LOI) form, found on our website at [www.wuip.org/grants/apply-now](http://www.wuip.org/grants/apply-now). This is the first step to proposing an idea for funding.

[Click here to download an electronic Letter of Intent.](#) Please save the document to your computer before starting to fill it out. Once completed, save the form as a PDF and e-mail it to [info@wuip.org](mailto:info@wuip.org).

The **deadline for submitting a Letter of Intent to Apply is Friday, June 22, 2018 at 5PM.**

A committee of WUIP members will review each electronic LOI. If they feel your proposal has a good chance of being considered by the full members, you will be invited to submit a full application. All applicants will receive an e-mail message in mid-July, notifying you of the Grant Committee's decision. If you are invited to submit an application packet, your message will include detailed instructions on how to apply. **Full applications will be due August 22.**

# WUIP 2019 Grant Guidelines and Instructions

The Grants Committee will meet several times in September to consider full applications and select finalist proposals to present to the membership at their annual fall gathering at The Stony Hill Inn on October 17, 2018. You will be notified if your proposal is selected as a finalist and invited to attend.

This year, we will continue our commitment to awarding one large impact grant to one applicant, but reserve the right to hold aside funds to award small, general operating grants of \$1,500 to \$5,000 for other finalists. This is discretionary, not guaranteed each year, and will be decided at the conclusion of the grants process, based on the size of the membership grant fund and the number of finalist applicants.

## Key Dates in 2019

- May 21 LOI available online
- **Friday, June 22 at 5PM** LOI Due
- By mid-July Applicants notified of status of LOI
- **Wednesday, August 22 at 5PM** Applications Due
- Wednesday, October 17: Annual Fall Membership Event and Grant Vote
- January 1, 2019: Funding begins

## Frequently Asked Questions

Below is a list of questions that we are frequently asked about our funding guidelines. Should you have any further questions, or need assistance, please contact us at the phone number and address listed at the foot of the page.

1. Q: How do I apply for a grant?

A: Applicants must complete and submit an electronic Letter of Intent from our Web site as a first step. You will be notified by e-mail within three weeks if the Circle is interested in considering a formal proposal, and if so, given detailed instructions on the formal application process.

2. Q: When I submit my electronic Letter of Intent, should I send a hard copy as well?

A: No, please do not send a hard copy by mail or fax.

3. Q: Who is eligible to apply for a grant?

A: Grants are made only to nonprofit organizations certified as tax exempt under Sections 501(c)(3) or 170(c) of the Internal Revenue Code and are classified as not a private

# WUIP 2019 Grant Guidelines and Instructions

foundation under Section 509(a). Hospitals, churches, educational institutions meeting these requirements are eligible to apply. Organizations that have completed and filed Form 1023 but not yet received a determination letter from the IRS are not eligible to apply.

4. Q: Does the Circle have an application deadline?

A: Yes, WUIP accepts electronic Letters of Intent throughout the year. Applicants should not submit a formal application unless the Circle has reviewed your Letter of Intent and requested that you submit one. This will happen by mid-July each year.

5. Q: What size grant should we request?

A: [Please refer to the list of Grants Awarded on our Web site as a reference.](#) The average Foundation grant is \$70,000.

6. Q: Do you fund newly established nonprofits?

A: Yes, we will consider Letter of Intent Forms from start-up nonprofits that are certified as tax exempt under Section 501(c)(3) of the Internal Revenue Code.

7. Q: Do you have any geographic restrictions?

A: Yes, WUIP funding is limited to projects located within Bergen County, New Jersey or in neighboring counties, if the agency can provide evidence of service to Bergen County women and families.

8. Q: Do you provide general operating grants?

A: Generally, no, although a special exception could be made if the Grants team feels a proposal addresses a critical concern. The Circle prefers to provide programmatic support, which includes salaries, and/or help to cover capital expenses. Proposals that leverage grant funds by increasing an agency's ability to secure funding, advocate for woman and children, strengthen its funding base or volunteer expertise will all be considered.

9. Q: When will I get a response to my electronic Letter of Intent?

A: The Circle's Grants Team will review all Letters of Intent after June 22 each year. All applicants will receive an e-mail response either declining your request or inviting you to submit a formal application by mid-July.

10. Q: If our request was declined, when may we reapply?

A: Organizations may submit one electronic Letter of Intent within a twelve-month period.

# WUIP 2019 Grant Guidelines and Instructions

11. Q: If my electronic Letter of Intent has been accepted, what happens next?

A: When you receive an e-mail message indicating WUIP is interested in considering a formal proposal on the basis of your Letter of Intent, you will be given detailed instructions on how to submit a formal application. Your application will be due August 22. Upon receipt of your formal application materials, please allow three months for the review process.

12. Q: Are other sources of funding required?

A: Typically, Women United in Philanthropy is not the sole supporter for programs. While a variety of funding sources is not essential, it is viewed by the Circle as an indication of broad interest in the proposed program.

13. Q: Will the Circle make multi-year awards?

A: While most grants awarded are for a one-year period, agencies are welcome to request a grant that is paid out over two years.

14. Q: How do you handle requests from universities or school districts?

A: Women United in Philanthropy requires that all requests from universities be submitted through the university's Development Office. Any requests from K-12 schools must be submitted through the Principal or Superintendent's office.

15. Q: Will the Circle conduct site visits?

A: Yes. If your application is selected to submit a full application, members of the Circle who serve on the Grants Team will contact you to arrange a site visit in August or early September.

16. Q: Could I set up an appointment to discuss my project idea?

A: Yes. Women United in Philanthropy welcomes applicants' inquiries. You may call the WUIP office at 201.291.0601 or email us at [info@wuiip.org](mailto:info@wuiip.org) to request a meeting with members to discuss your proposal idea. They will give you feedback, but they cannot provide any assurance as to the likelihood of funding.

17. Q: How can I check on the status of my request?

A: You may check the status of your request after July 15, and again after October 18 by emailing Women United at [info@wuiip.org](mailto:info@wuiip.org).

18. Q: If my electronic Letter of Intent or formal application is declined, will you explain why it was rejected or critique the proposal?

# WUIP 2019 Grant Guidelines and Instructions

A: Due to the large volume of grant inquiries and our small staff, it is not feasible for the Circle to discuss with all applicants the reasons for declining a request or to provide individual critiques of proposals we decline. Because the Circle has limited financial resources, we are able to fund only a small percentage of qualified applicants. This means that many excellent projects, even ones that fall within our areas of interest, may not be funded. Please understand that a rejection of your Letter of Intent or proposal does not mean that the project lacks merit. Please feel free to contact the Circle at [info@wuiip.org](mailto:info@wuiip.org). We will do our best to discuss our decision with you.

19. Q: If my electronic Letter of Intent is accepted, does that mean our organization is likely to be funded?

A: No, if you are invited to submit a formal application on the basis of the Letter of Intent, that doesn't mean the request has been approved. It means the Circle is interested in giving the proposed program further consideration.

20. Q: Who reviews the electronic Letters of Intent and formal proposals?

A: Electronic Letters of Intent and formal proposals are reviewed by members of the Circle who volunteer to serve on the Grants Team.

**Thank you for the work you do to help women and families in New Jersey, and for your interest in Women United in Philanthropy.**